

Rev/Est	12/05/01	4/22/99
Job Code	0322	Rep: Mgmt
EEOC Category: Officials/Admin		

SENIOR MANAGEMENT ANALYST
Subclass: Human Resources

DEFINITION

Under general direction, manages specific functions in the Department of Human Resources, and serves as principal staff resource for the City's labor relations. Performs a broad variety of policy analysis and/or research, and other work having citywide impact.

DISTINGUISHING CHARACTERISTICS

Contacts are regularly made both inside and outside the organization at all organizational levels involving considerable tact, discretion, and customer service skills. Work assignments are given through specific and general delegation, and work is performed with considerable responsibility, with a high degree of independent judgment involving complex administrative and management responsibilities. Incumbents may interact on a frequent basis with department heads, and, as needed, with elected officials on labor relations issues.

The sub-classifications of the Senior Management Analyst are considered to be at equal level but emphasize different functional responsibilities.

ESSENTIAL FUNCTIONS

- Manages the City's labor relations program, and serves on the City's negotiating team(s).
- Assists with and responds to grievances.
- Coordinates and advises operating departments on all disciplinary matters.
- Monitors and analyzes legislation related to employee/labor relations, and coordinates implementation of employee/labor relations legislation within the department and within the City.
- Interprets and applies provisions of the City Charter, the Civil Service Rules and Regulations, and other laws and regulations.
- Collects and analyzes data for program and policy development.
- Confers with the Director of Human Resources on matters concerning changes in policies and/or practices relating to departmental functions.
- Coordinates department-wide processes.
- Assists in the development and implementation of goals, objectives, policies, priorities, and procedures for the department.
- Prepares and manages the program's budget, and provides general assistance for other program budgets in the department.
- Coordinates special projects having City-wide impact.

- Provides assistance and direction to City staff.
- Act as primary contact for the department in director's absence.
- May manage and evaluate subordinate staff.

MINIMUM QUALIFICATIONS

Education and Experience:

Any combination of education and experience equivalent to a Bachelor's degree from an accredited college in human resources, finance, business administration, public administration, or a field closely related to the essential functions of the classification, and five years of increasingly responsible management/ administrative analytical work experience, some of which involve duties similar to the essential functions of the classification.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- principles and current developments in human resources administration and labor relations;
- principles and practices of management, organization, and budgeting;
- the functions of local government and related laws and procedures.

Skill in:

- working well with elected officials, city employees, and the public;
- research and analysis;
- public speaking;
- oral and written communications;
- interpreting regulations, laws, and guidelines;
- exercising tact, diplomacy, political awareness;
- performing detail-oriented work;
- time management and organization of work;
- managing interpersonal relationships.

Ability to:

- perform duties for periods longer than the normal eight-hour work day or more than five days per week, and on nights, weekends, or holidays;
- work effectively in stressful and time-sensitive situations;
- use independent reasoning to solve complex problems;
- exercise judgment and make sensible decisions;
- perform the essential functions of the classification.